

## BSc (Hons) Operating Department Practice Student User Guide

### What is OPAL?

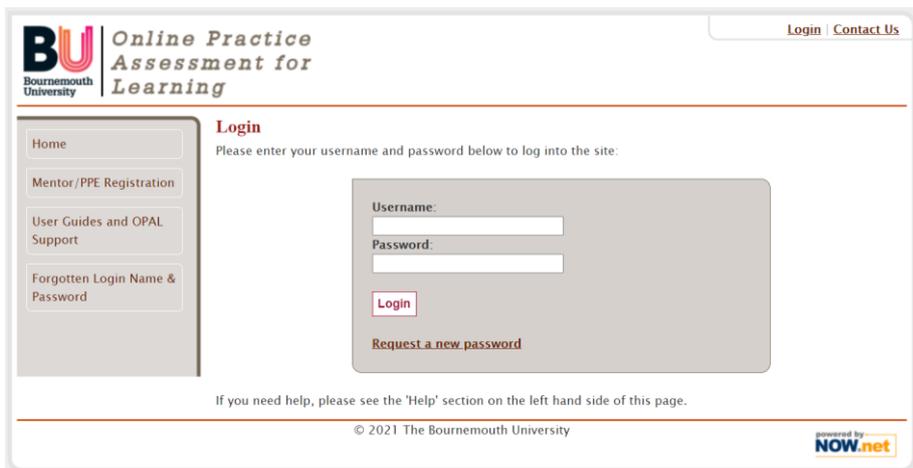
OPAL is an online assessment portfolio. Students will need to gather evidence to help you assess their practice. This evidence is agreed with you and the student is responsible for providing this in a timely manner. Evidence for assessment includes:-

- Direct observation
- Reflections
- Documentation completed during placement
- Feedback from colleagues
- Feedback from bespoke visits
- Service user feedback
- Record of attendance

All technical issues (i.e. username/password reset, errors/changes to recorded data...) must be directed to [opalsupport@bournemouth.ac.uk](mailto:opalsupport@bournemouth.ac.uk). Academic Advisors cannot help with technical issues.

## Getting started

Go to the OPAL home page: [OPAL@BU](mailto:OPAL@BU);



The screenshot shows the OPAL login page. At the top left is the Bournemouth University logo and the text 'Online Practice Assessment for Learning'. At the top right are links for 'Login' and 'Contact Us'. On the left side, there is a navigation menu with links: 'Home', 'Mentor/PPE Registration', 'User Guides and OPAL Support', and 'Forgotten Login Name & Password'. The main content area is titled 'Login' and contains the instruction 'Please enter your username and password below to log into the site:'. Below this is a form with two input fields: 'Username:' and 'Password:'. A 'Login' button is positioned below the password field, and a link for 'Request a new password' is located below the button. At the bottom of the page, there is a footer with the text '© 2021 The Bournemouth University' and a logo for 'powered by NOW.net'.

Sign in using the username and password provided;

## Home

Welcome to OPALBU (Online Practice Assessment for Learning at Bournemouth University)

Comments and grades in this log will be visible to the student, mentors and health professionals attached to the student. Please bear in mind the sensitivity of this document. Please also respect the rights to confidentiality of the student, mentors or health professional. This log must not be shared with or viewed by those not linked with the student's OPAL account.

[Start your course](#)

Click on 'Start your course'

Select 'BSc (Hons) Operating Department Practice' from the course list;

## Select your course

Please select your course from the options below.

### Course

- BSc (Hons) Adult Nursing - BSANF (South-Pad)
- MSc Adult Nursing - BSANF (South-Pad)
- Children and Young People's - BSCYNF (South-Pad)
- BSc (Hons) Mental Health - BSCMHF (South-Pad)
- MSc Mental Health - BSCMHF (South-Pad)
- Return to Practice Nursing Programme
- BSc (Hons) Physiotherapy
- Midwifery (MORA)
- BSc (Hons) Occupational Therapy
- Social Care (MA)
- Social Work (MA)
- Social Work (BA Hons)
- Midwifery - BSMWF
- BSc (Hons) Paramedic Science
- BSc (Hons) Operating Department Practice
- MSc Advanced Clinical Practice Portfolio (Non-Apprenticeship)
- Advanced Clinical Practice (Apprenticeship)

### Start Month

November

### Start Year

2021

[Save](#)

Select 'September' and the current year, then click 'Save'

Read the terms and conditions and then sign to accept

Home Help/Contact Us View/Print Logout BSc (Hons) Operating Department Practice | ODP OPAL2

### BSc (Hons) Operating Department Practice

#### Introduction to Clinical Placement Record

You are required to complete a range of **skills and proficiencies** that must be signed off by a qualified practice assessor/mentor that has statutory registration with the Professional Council regulated by the Professional Standards Authority (formerly CHRE) that includes the General Medical Council, Health & Care Professions Council (HCPC) and the Nursing & Midwifery Council.

The skills and proficiencies have been mapped against the (HCPC) **Standards of Proficiency for Operating Department Practitioners 2014**. The HCPC, as the statutory regulator for Operating Department Practitioners have the legal responsibility to ensure that their standards are met for you to make application for registration. Successful completion of this programme will give you that eligibility.

#### Skill

A skill is the ability to perform a task or function that has usually been learnt or acquired through practice.

#### Proficiency

Proficiency is the global application of that skill. Proficiency in a skill or range of skills is obtained through repeated practice and is applying underpinning knowledge and evidence in order to improve and develop those skills further.

Signatures on the skills pages can be completed by any qualified mentor/assessor who is supervising you in practice and assesses that you have achieved the ability to competently perform a skill. **Other experienced practitioners** that do not have a mentor/assessor qualification or who are currently working towards one, and feel you have achieved the ability to competently perform a skill **may also sign these pages, but will need their signature counter-signed by a qualified mentor/assessor**

Signatures on the proficiencies pages involve the mentor/assessor making a judgment about how well (proficiency) you carry out and manage a range of skills and grading that practice according to the grid

#### Completion of Records

Accurate record keeping in this document is vital in order that you provide an audit trail which can be followed if required. Anyone found to be committing fraud in relation to completing these records will be investigated via the University disciplinary process. Fraudulent activity will impact on the University's on-going monitoring process of your good health and good character, a favourable outcome of which is an HCPC requirement for registration. If you are found guilty of fraud you may also be removed from the programme. Moreover, the ensuing NHS investigation may result in criminal prosecution, conviction and a jail sentence. Falsification of records identified after you have completed your programme may lead to removal of your name from the HCPC register.

Fraud is a serious crime for which the NHS has zero tolerance. As professionals you must counter fraud in order to protect and enhance the reputation of Professional Practice. Students that have falsified signatures have been removed from the programme.

#### Roles and Responsibilities in placement

As a student you should at all times:

- Follow the identified placement within the locality accepted as a condition of commencing the programme
- Accept the placement may involve travel
- Inform both the placement area and the admissions reporting vicemail (01202 965000 PPN 60200), of all sickness and absence during placement, on the day of sickness and when you return from sickness
- Ensure you complete the placement, as per your planner. If the length of time lost, due to sickness/absence, has left you with insufficient time to complete the requirements of your clinical placement record, extra time for placement will be needed
- Meet the expectations of the placement provider, this includes arriving on time to placement, following the appropriate dress code and following your allocated shifts, on the off duty. In return, you can expect mentorship and clinical placement support
- Maintain patient confidentiality at all times. Patients have the right to know that any private and personal information that is given in confidence will be used only for the purposes for which it was originally provided, and that it will not be used for any other reason. You must guard against breaches of confidentiality by protecting information from improper disclosure at all times. Please see the HCPC Standards of Conduct, Performance and Ethics 2016 for further details.
- Ensure your visits and hours are within the NHS constitution (NHS.uk)

The Health and Care Professions Council's Standards of Conduct, Performance and Ethics 2016 can be found on Brightspace, or HCPC website: <https://www.hcpc-uk.org/about/registration/standards/standards-of-conduct-performance-and-ethics>

In addition:  
The HCPC publishes guidance on Conduct and Ethics for Students 2016 can be found on Brightspace, or HCPC website: <http://www.hcpc-uk.org/assets/files/documents/10002218Guidanceonconductandethicsforstudents.pdf>

Accept terms and conditions

Save

Select your Academic Advisor;

### Select your Academic Advisor

Please use the search box below to find your academic assessor and then use the relevant button to select them for you ePortfolio.

Surname SIWADI

Search

Select this Tutor Sivadi - Tutor, Email (esiwadi@bournemouth.ac.uk)

Type in your Academic Advisor's surname. Choose 'Select this Tutor' from the possible options

Start your year;

OPAL will activate Year 1. To do this select 'Activate your year'

Year 1

### Start your year

Please complete the form below to start your year, it will make this tab active where you will be able to add your placements and allow you to update your portfolio.

Activate year

OPAL will generate your placement portfolios. To do this select 'Start placement'  
Year 1

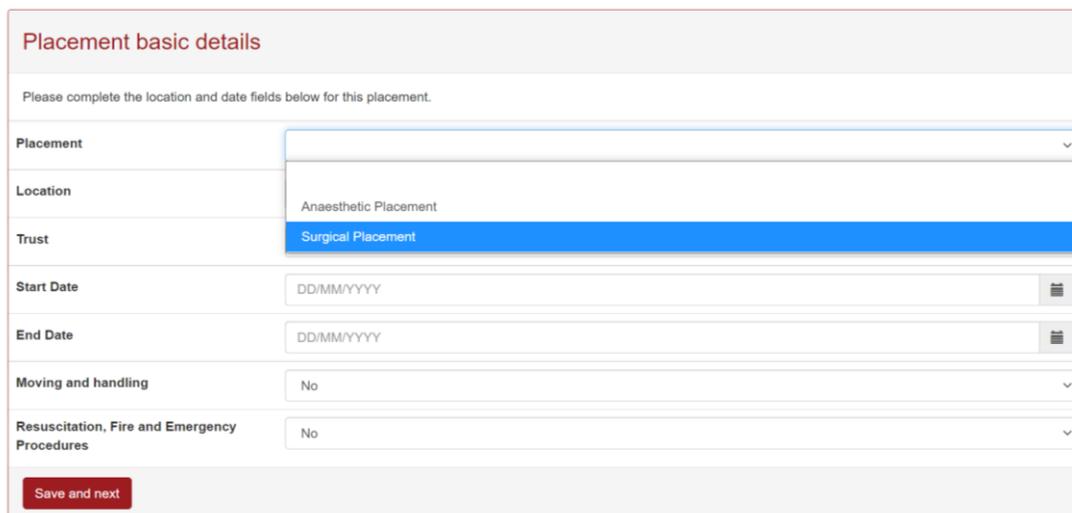


A screenshot of a web interface titled "Start Placement". Below the title, there is a message: "Please click the button below to start your placement." At the bottom right of the interface is a red button labeled "Start placement". A blue arrow points from the text "Start placement" in the previous block to this button.

The next step must be followed carefully!

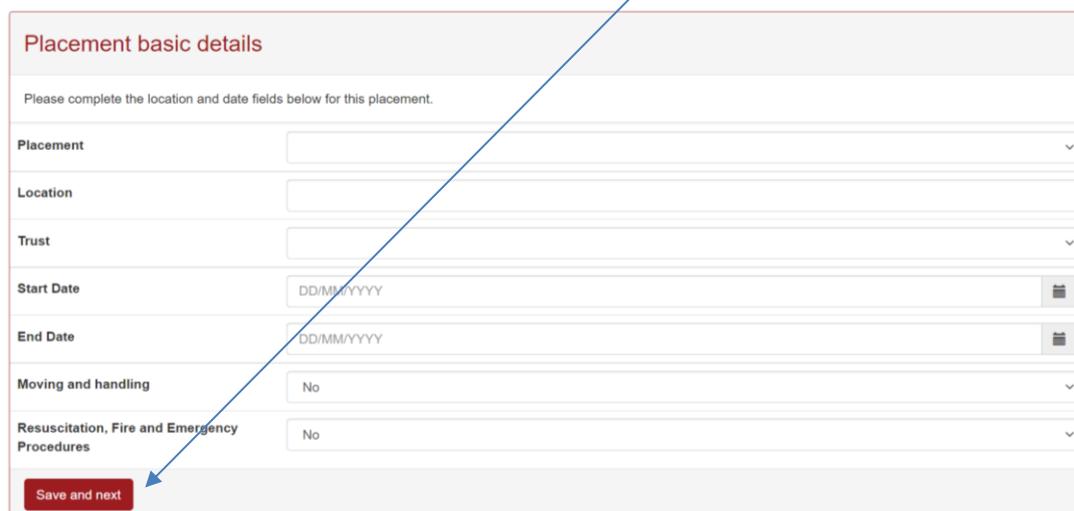
## ENSURE YOU SELECT THE CORRECT PORTFOLIO

From the drop down list on the placement tab - select **SURGICAL PLACEMENT**



A screenshot of the "Placement basic details" form. The form contains several fields: "Placement" (a dropdown menu), "Location", "Trust", "Start Date", "End Date", "Moving and handling", and "Resuscitation, Fire and Emergency Procedures". The "Trust" dropdown menu is open, showing two options: "Anaesthetic Placement" and "Surgical Placement", with "Surgical Placement" highlighted in blue. A red button labeled "Save and next" is at the bottom left.

Complete the other details, then select 'Save and next'



A screenshot of the "Placement basic details" form, identical to the previous one but with all dropdown menus closed and empty. A blue arrow points from the text "Save and next" in the previous block to the red "Save and next" button at the bottom left of the form.

Location is the locality/town  
Trust is the name of the hospital

Start date will be first day of the surgical placement  
End date will be last day of the surgical placement

Moving and handling, Resuscitation, Fore and Emergency Procedures must be completed before the first day of placement – eLfh modules and practical Moving and Handling/Resuscitation at BU

### You will need to invite assessors and supervisors (mentors) to access your portfolio

It is essential that you invite the Theatre Practice Educators and allocated assessors and supervisors before you start placement or by the last shift in week 1 at the very latest

To do this, search staff by surname

### Placement select practice assessors

Please use the form below to search for and select the practice assessors who are supporting you in this placement.

Practice Assessor search		
Surname	<input type="text" value="MCCONNELL"/>	
	<input type="button" value="Search"/>	
<input type="button" value="Select this practice assessor"/>	McConnell, Dot (dorothy.mcconnell1@nhs.net)	- Practice Assessor
<input type="button" value="Select this practice assessor"/>	McConnell, Fiona (fiona.mcconnell@uhd.nhs.co.uk)	- Practice Assessor
<input type="button" value="Select this practice assessor"/>	McConnell, Phillip (prmcconnell@bournemouth.ac.uk)	- Practice Supervisor - Operating department practitioner supervisor/assessor

Select the relevant staff member from the options and click 'Select this practice assessor'.

You will have the option to select more than one assessor. Keep searching and selecting until you have added all necessary staff.

Check you have selected the correct staff – you can add or remove at this stage. Then click 'Finish'

### Placement select practice assessors

Please use the form below to search for and select the practice assessors who are supporting you in this placement.

Practice Assessor search		
Surname	<input type="text"/>	
	<input type="button" value="Search"/> <input type="button" value="Finish"/>	
Please enter more than one character of the practice assessor's surname		
You have 1 practice assessors selected.		
	Siwadi - Mentor, Emil (esiwadi@bournemouth.ac.uk)	- Operating department practitioner supervisor/assessor <input type="button" value="Remove this practice assessor"/>

## **OPAL will now finalise creating your portfolio**

You will now see the placement portfolio home page. This is what you will see each time you log in to OPAL

## Completing the placement portfolio

**The portfolio is made up of 8 sections:**

**Areas for Assessment**

**Assessment**

**Signature Sheets**

**Final Grade**

**Time Sheets**

**Placement Details**

**Practice Assessors**

**Practice Supervisors**

Each section will now be explained in more detail.

Some sections have subsections within them. All sections must be completed before submission. Some sections serve to evidence development or areas that need further support.

There are four elements that make up the assessment – it is essential that ALL four are completed before the submission deadline. An incomplete portfolio will be graded as a late or non-submission.

The four assessment components are:

(Surgical/Anaesthetic/Postanaesthetic) Skills  
(Surgical/Anaesthetic/Postanaesthetic) Proficiencies  
Final Shift Practice Assessment  
Final Grade

Below is a screenshot of the portfolio home page that will be seen each time you log into OPAL

Remember to  any activity on a regular basis. Unsaved activity will be lost.

## Year 1

Surgical Placement	
<b>Areas for assessment</b>	
Additional Comments	
Surgical Clinical Skills	
Interpersonal/Professional Skills	
Clinical Activity Record	
<b>Assessment</b>	
Surgical Placement Skills	
Surgical Proficiencies	
Final Skills Practice Assessment	
Development Plan	
<b>Signature sheets</b>	
Summary of theory content delivered at University	
Interview - Start of Placement	
Interview - Midway of Placement	
Interview - End of Placement	
Record of Academic Advisor meetings in placement	
<b>Final Grade</b>	
<a href="#">Sign</a>	
<b>Time Sheets</b>	
0 hours linked to this placement	
0 hours linked to other placements	
<a href="#">View</a>	
<b>Placement details</b>	
Final placement of the year	No
Location	Bournemouth
Start Date	15/11/2021
End Date	01/09/2023
Oriented to placement	
Moving and handling	Yes - 15 Nov 2021
Resuscitation, Fire and Emergency Procedures	Yes - 15 Nov 2021
Additional learning needs discussed	
<a href="#">Edit</a>	
<b>Practice Assessors (3)</b>	
Meachin, James (james.meachin@uhd.nhs.uk)	- Practice Supervisor - Operating department practitioner supervisor/assessor
McConnell, Philip (pmcconnell@bournemouth.ac.uk)	- Practice Supervisor - Operating department practitioner supervisor/assessor
Sivadi - Mentor, Emil (esivadi@bournemouth.ac.uk)	- Operating department practitioner supervisor/assessor
<a href="#">Edit</a>	
<b>Practice Supervisors (0)</b>	
<a href="#">Edit</a>	



## Clinical Activity Record

You can record a brief summary of various procedures you have been involved in throughout the placement. This is valuable to give assessors/academic advisors an insight into the range of specialities seen and age ranges you have cared for. You may also wish to record stand out procedures that had a particular meaning to you.

### Clinical Activity Record

Please complete the form below.

Date	15/11/2021
Procedure	
M/F	
Age	
Your involvement in the care of the patient	
Edit	
<b>B</b> <i>I</i> <u>A</u>	
Words: 0	
Practice Assessor/Mentor comments	
Save	

## Assessment

This section contains the 3 main assessment components of the portfolio – every individual element of these 3 sections must be passed in order to successfully pass the placement/unit

**Any one individual element recorded as fail, not achieved or blank will result in an overall grade of ‘fail’ for the placement – a fail will prevent a student from progressing onto the next level of study.**

<b>Assessment</b>
Surgical Placement Skills
Surgical Proficiencies
Final Shift Practice Assessment
Development Plan

There are a number of individual skills, relevant to the placement, that must ALL be achieved.

The ‘Students to complete...’ section has tick boxes that can be selected to record areas of development (where the student is getting the opportunity to practice a skill). Skills that are

not being seen will therefore be highlighted by a lack of ticks. The student can use this to guide their learning and allow assessors/supervisors to identify areas that need further support/exposure.

There is no value in just ticking all the boxes – unticked boxes will not prevent a skill from being signed off.

## Surgical Placement Skills

Save

		Students to complete as personal record of learning			Practice Assessor/Practice Supervisor to complete when signing off
		Observe in practice	Undertake with direct supervision	Undertake with indirect supervision	
<b>Check and prepare equipment</b>	Operating table and attachments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Electro-surgery equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Suction apparatus	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Warming devices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Operating lights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Anti-embolus device	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Environmental parameters	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Endoscopic systems (camera stack, insufflation/fluid irrigation)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Correct clothing and protective equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

## Proficiencies

These are HCPC Proficiencies. Students must demonstrate that they are able to meet and maintain ALL of the proficiencies throughout the programme. Failure to achieve any individual proficiency will result in an overall fail.

## Surgical Proficiencies

Save

HCPC Standards of Proficiency	How the SOP can be met	Student		Practice Assessor
		Discussed	Working Towards	
<b>1. be able to practise safely and effectively within their scope of practice</b>	1.1 know the limits of their practice and when to seek advice or refer to another professional	<input type="checkbox"/>	<input type="checkbox"/>	
	1.2 recognise the need to manage their own workload and resources effectively and be able to practise accordingly	<input type="checkbox"/>	<input type="checkbox"/>	
<b>2. be able to practise within the legal and ethical boundaries of their profession</b>	2.1 understand the need to act in the best interests of service users at all times	<input type="checkbox"/>	<input type="checkbox"/>	
	2.2 understand what is required of them by the Health and Care Professions Council	<input type="checkbox"/>	<input type="checkbox"/>	
	2.3 understand the need to respect and uphold the rights, dignity, values, and autonomy of service users including their role in the diagnostic and therapeutic process and in maintaining health and wellbeing	<input type="checkbox"/>	<input type="checkbox"/>	
	2.4 recognise that relationships with service users should be based on mutual respect and trust, and be able to maintain high standards of care even in situations of personal	<input type="checkbox"/>	<input type="checkbox"/>	

As with the Skills, students can record progress using the tick boxes 

The student is responsible for ensuring Skills and Proficiencies are signed off by an assessor/supervisor as the student develops their practice throughout the placement block.

## Final Shift Assessment

This assessment is carried out during a single shift and does not need to be for the entirety of the shift.

The date of the assessment should be agreed between assessor and student at least 2 weeks in advance and the Academic Advisor should be informed by email with, at least, 2 week's notice.

## Final Shift Practice Assessment

Within this unit, the student will be evaluated on their ability to:

1. Prepare for a surgical intervention prior to a case that accommodates individual patient needs
2. Ensure the continuity of individualised patient care within surgery
3. Undertake the duties of the scrub and circulating role
4. Demonstrate an understanding of the components of infection control in the operating department

Further Information <span style="float: right;">+</span>	
Name of Student: COP CPAL2	Date of assessment:
Date Academic Advisor notified of One Day Practice Assessment:	

The assessment should not be taken on the last day of placement – to allow scope for an alternative date should the list be cancelled due to unforeseen circumstances.

The assessment is made up of 4 elements – ALL must be passed. Failing any one element will result in an overall fail for the placement/unit.

# Final Shift Practice Assessment

Within this unit, the student will be evaluated on their ability to:

1. Prepare for a surgical intervention prior to a case that accommodates individual patient needs
2. Ensure the continuity of individualised patient care within surgery
3. Undertake the duties of the scrub and circulating role
4. Demonstrate an understanding of the components of infection control in the operating department

## Further Information +

Name of student: ODP OPAL2	Date of assessment:
Date Academic Advisor notified of One Day Practice Assessment:	

Practice Assessment	Pass/Fail
<p>1. Prepares the operating room prior to the surgical case that accommodates individual patient needs</p> <ul style="list-style-type: none"> <li>• prepares surgical equipment and environments</li> <li>• interprets key information from operating list in preparation for patient(s)</li> <li>• ensures correct staffing</li> <li>• communicates with staff</li> </ul>	
<p>2. Ensures the continuity of individual patient care within the intraoperative phase</p> <ul style="list-style-type: none"> <li>• receives the patient from the anaesthetic team</li> <li>• participates in safety checking procedures</li> <li>• enables specific care requirements to be met</li> <li>• shares relevant information with others</li> <li>• provides effective handover to subsequent carers</li> </ul>	
<p>3. Undertakes the duties of the scrub role</p> <ul style="list-style-type: none"> <li>• demonstrates consideration of patient's humanity</li> <li>• engages in team work</li> <li>• ably assists surgeon</li> <li>• anticipates basic tasks involved in the care of the patient(s)</li> <li>• undertakes tasks as required</li> </ul>	
<p>4. Recognises the implications &amp; management of infection control in the operating department</p> <ul style="list-style-type: none"> <li>• ensures self and others are appropriately dressed</li> <li>• minimises risk of contamination of patient, staff and equipment</li> <li>• uses good aseptic techniques</li> <li>• decontaminates and removes waste appropriately and safely</li> </ul>	
<b>CONFIRM OVERALL PA S &amp; FAIL</b>	

Signature of practice assessor/mentor:	
Signature of moderator:	

Practice Assessor/Mentor feedback
Further guidance, from the practice assessor/mentor, if the student has not passed this assessment
Has the Academic Advisor been informed
Moderator Comments (if applicable)

## Role of the moderator

Academic Advisors/Practice Educators may act as moderators to ensure parity in assessment and also to support either the student or novice assessor. It is possible your assessment is moderated as part of BU auditing processes.

## Development Plans

A development plan will only be generated if there are concerns over conduct or progress on placement. These will be created in unison with the Theatre Practice Educator, UPLA and Academic Advisor and students will be involved in discussing and agreeing the development plan.

Development Plans may need to stay active throughout future placements.

### Development Plans

To be completed by Practice Assessor/Practice Supervisor/UPLA or AA when specific areas identified for improvement / enhancement.

Please sign and date all plans.

Signed	Area of development	Action	Review date	Evaluation	Actions
No records added yet					

## Signature Sheets

### Interviews:

Initial interview should set out ground rules, preferred learning styles, shifts, essential contact details, absence reporting, etc. – week one of placement

Midway should address any areas that need further support/focus and confirm areas developing well. – at midpoint of placement

End of placement should summarise key areas to help guide future learning – in final week

Signature sheets
Summary of theory content delivered at University
Interview - Start of Placement
Interview - Midway of Placement
Interview - End of Placement
Record of Academic Advisor meetings in placement

### Final Grade:

An overall final grade must be recorded. This is the fourth and final essential component of the placement assessment. This grade reflects the overall level of ability as a student ODP at this level of study – not in comparison to a registered practitioner. This is the only section that asks for a percentage grade. The student is responsible for ensuring this is completed by the assessor or practice educator before the submission deadline.

Final Grade
<a href="#">Sign</a>

### Time sheets:

The student is responsible for keeping an accurate and honest account of hours worked. Shifts worked should be recorded on OPAL weekly and Practice Educator asked to sign to confirm weekly. Practice Educators are not obliged to sign off any hours recorded more than 3 weeks after the date they took place, unless agreed in advance.

Time Sheets
0 hours linked to this placement
0 hours linked to other placements
<a href="#">View</a>

Most placements do not include lunch breaks in the hours and therefore, this should be deducted when calculating hours worked. Students must check with the Practice Educator/Academic Advisor if unsure of how many hours are counted in a shift.

## SUMMARY

It is important to remember if you are working on any part of the portfolio, you must click SAVE before leaving the section you are on – any unsaved work will be lost.

OPAL sessions automatically time out after 35 minutes – any unsaved work will be lost.

Please raise concerns early to your Placement Practice Educator – who will inform the Academic Advisor, if necessary. Students should also contact the Academic Advisor for advice if unsure or concerned about any aspect of the placement.

If a staff member raises a concern, students must be informed of concerns and given the opportunity to respond and put right. Concerns must be documented by the Practice Educator or Assessor as a Development Plan on OPAL.

Each element of the practice skills, proficiencies and final shift assessment must be passed/achieved – a single element not passed/achieved will result in an overall FAIL of the placement.

Any issues with accessing OPAL, such as lost password or technical issues, must be directed to **opalsupport@bournemouth.ac.uk**

## ROLES

AA – Academic Advisor. ODP Lecturer who oversees students whilst on placement:

- Pastoral support
- Monitors progress
- Supports student to manage their study

Bmth Nuffield & UHS: Emil Siwadi  
RBH & Yeovil: Phillip McConnell  
Poole & Dorchester: Debora Almeida  
Musgrove Park: James Meachin  
Salisbury: John Tarrant

**esiwadi@bournemouth.ac.uk**  
**prmccconnell@bournemouth.ac.uk**  
**almeidad@bournemouth.ac.uk**  
**jmeachin@bournemouth.ac.uk**  
**tarrantj@bournemouth.ac.uk**

PPE – Placement Practice Educator. Registered theatre practitioner who facilitates learning for students on theatre placements:

- First point of contact for concerns/advice from Assessors/Supervisors
- Organise induction/orientation
- Organise off duty for learners

UPLA – University Practice Learning Advisors. For advice and guidance about placement such as:

- Guidance about placement assessment
- A concern about placement support
- Clarification about placement provision
- Support to manage a concern **UPLA@bournemouth.ac.uk**

OPAL SUPPORT - For OPAL 2 related queries such as:

- Forgotten password/username
- Unlocking portfolios
- Practice Supervisor/Assessor access **opalsupport@bournemouth.ac.uk**

This version updated September 2021